COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction outlines planning, programming, budgeting procedures, relationships, and responsibilities for Air Mobility Command (AMC). This instruction implements policy guidance in AFI 38-101, *Air Force Organization*; AFPD 10-1, *Mission Directive*s; AFPD 16-5, *Planning, Programming, and Budgeting System (PPBS)*; DODI 7045.14, *Planning, Programming, and Budgeting System (PPBS)*. The purpose of this instruction is to establish procedures and organizational direction for Air Mobility Command's Corporate Structure (CS). The CS is designed as a vehicle to achieve a consolidated command position on issues. It applies to all HQ AMC Directorates and their staff, Tanker Airlift Control Center (TACC), and Numbered Air Force Commanders 15AF and 21AF. This publication does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units and members. Send comments and suggested improvements on AF Form 847, **Recommendation for Change to Publication,** through channels to HQ AMC/XPP, 402 Scott Drive, Unit 3L3, Scott AFB IL 62225-5307, DSN 779-2351.

SUMMARY OF REVISIONS

This publication has been revised to reflect administrative, organizational, and personnel changes.

1. Objective. Establish an efficient and effective decision-making process for AMC.

2. Organization. The AMC Corporate Structure is diagrammed in **Attachment 2**.

3. Charter. The AMC Corporate Structure exists to provide a rapid, representative decision-making body to address any issue requiring a consolidated command position. The majority of the AMC Corporate Structure's time will be dedicated to providing guidance, consolidating, prioritizing, reviewing and approving AMC planning, programming, budgeting and execution products. These products must be consistent and responsive to the continuous planning, programming, budgeting, and execution cycles. In

addition to these formal processes, the AMC Corporate Structure may also review major staff projects requiring an official AMC position. The Director of Plans and Programs (AMC/XP) has overall responsibility for the Corporate Structure and planning and programming matters. The Comptroller (AMC/FM) has overall responsibility for budgeting and execution. AMC/CC is the final approving authority. The AMC Council meets to consider proposed AMC plans, programs, and budgets and to review major staff projects (requiring senior leadership review) prior to submission to AMC/CC for approval. The AMC Group (formerly the Program Evaluation Group (PEG)) reviews plans, programs and budgets, recommends priorities, and provides guidance for Mission Area Team (MAT) and Integration Team (IT)/functional activity. The AMC Group provides bottom line coordination of proposals and makes recommendations to the AMC Council. Mission Area Teams and/or Integration Teams review and consolidate planning, programming, budgeting, and execution inputs and priorities from the directorates for the AMC Group.

4. Representation. Decisions requiring an official AMC position often have a short suspense affecting the command or entire Mobility Air Force (MAF). AMC Corporate Structure membership duties will take precedence over all other routine functions. It is critical to the corporate decision-making process that all AMC directorates provide appropriate representation at each level in the AMC Corporate Structure and ensure appointed members are of appropriate rank to make decisions for their respective directorates. The intent is to create an effective decision-making process manned with people knowledgeable of AMC's plans, programs, budget, and execution activities.

4.1. AMC Council. The AMC Council is the commander's executive advisory committee, which functions as a board of directors. As a decision-making body, the council applies the AMC staff's collective judgment and experience to command issues of broad, complex nature. The AMC Council complements, but does not supersede, staff responsibilities to develop and execute appropriate actions within their functional areas. Normally, decisions and recommendations are determined by polling the members. The council sends all recommended actions via memorandum to the AMC Commander for approval.

4.1.1. AMC Council Chairperson. The Air Mobility Command Vice Commander (CV) chairs the AMC Council.

4.1.2. Voting Membership. The voting council members include the Directors of Plans and Programs (XP); Civil Engineering (CE); Operations (DO); Personnel (DP); Director of Staff (DS); Comptroller (FM); Inspector General (IG); Intelligence (IN); Judge Advocate (JA); Logistics (LG); Communication and Information (SC); Surgeon General (SG); Security Forces (SF); Services (SV); Commander Tanker Airlift Control Center (TACC/CC); and Numbered Air Force Commanders (NAF) – 15AF and 21AF. A deputy will attend in the incumbent's absence.

4.1.3. Special Advisors to Council. Safety (SE), AMC Group Chair, Mission Area Team (MAT) Chairs, Manpower, Reserve Affairs (RE) (ANG/AFRC liaison), Commander Air Mobility Warfare Center (AMWC/CC), Staff AC2ISRC, and others as required.

4.2. AMC Group. The Group provides a corporate AMC program review. The AMC Group's primary function is to recommend to AMC/CC, through the AMC Council, a prioritized list of AMC programs to be used in the Air Force POM development cycle. The Group reviews and evaluates major program issues affecting AMC's force structure, mission support, modernization, manpower, and acquisition efforts. It also reviews other priorities to ensure consistency and clarity of AMC philosophy in PPBS-related communications. Additionally, the AMC Group serves as a corporate body to interface

with the Air Staff in the PPBS. The Group consists of a chairperson, executive secretary, and specified membership (limited to the positions listed in this Mission Directive).

   4.2.1. The Group Chairperson. The Chief, Operational Programming Division (XPP) chairs the AMC Group.

   4.2.2. Voting Group Membership. Programs (XPP), Plans (XPX), Comptroller (FMB), Requirements (XPR), Civil Engineering (CEP), Personnel (DPX), Operations (DOR), Logistics (LGX), Communications and Information (SCX), Intelligence (INY), and Security Forces (SFO).

   4.2.3. Special Advisors to the Group. Mission Area Team (MAT) Chairs, Integration Team (IT) Chairs, Manpower (XPM), AMWC/LNW, AC2ISRC/C2M, ANG/AFRC (RE), Inspector General (IGP), and others as required.

   4.2.4. Non-Attribution Policy. AMC Group members and attendees serve in a corporate advisory capacity. Deliberations are on a non-attribution basis and must not be quoted or cited as reference in memorandum or when communicating with agencies outside of AMC headquarters, guaranteeing a broad perspective divorced from functional advocacy.

4.3. Mission Area Teams (MAT). HQ AMC/XPX is designated as the MAT chairperson for each mission area. This chairperson determines membership for each MAT, depending on requirements. The sponsoring directorate will prepare an appointment memorandum, listing primary and alternate member names and contact information, and forward it to HQ AMC/XPXPL and each appointed member. Each MAT should consist of mission and functional experts from across the command at all echelons to include those listed in AMCI 90-101.

4.4. Integration Teams (IT). An AMC Integration Team will convene at the discretion of the Group Chair to consolidate directorates' inputs to present to the AMC Group. The Mission Area Team Chair will approve Integration Team input prior to its inclusion to the MAF Strategic Plan and AFCIS. The IT Chair rotates depending on the issue being considered and will be designated by the Group Chair. For each exercise within a planning, programming or budgeting process, the Group Chair will recommend the structure of the IT for Group approval prior to initiation of the exercise. Directorates will appoint a primary and an alternate member/advisor as required. The IT Chair can task team members as required to meet MAT and AMC Group timelines. Refer to paragraph **11.4.**

4.5. Support of the AMC Corporate Structure.

   4.5.1. Long-Range Plans Section (XPXP). The Long-Range Plans Section coordinates and consolidates directorate-planning issues for presentation to the AMC Group. They track planning issues as they move through the AMC and AF Corporate Structure. Designated XPXP branch members will attend AMC Corporate Structure meetings.

   4.5.2. Program Objective Memorandum (POM) Development Branch (XPPP). The POM Development Branch coordinates and consolidates programming issues for presentation to the AMC Group. They track issues as they move through the AMC and AF Corporate Structure. Designated XPPP branch members will attend AMC Corporate Structure meetings.

   4.5.3. Budget Integration Branch (FMB). FMB coordinates and consolidates directorate budgeting and execution issues for presentation to the AMC Group and AMC Council. They track issues as they move through the AMC and AF Corporate Structure. Designated FMB branch members will attend AMC Corporate Structure meetings.

5. Planners. HQ AMC/XPX Action Officers (planners) are responsible for issues pertaining to the AMC Strategic Plan (SP) and AMC Air Force Capability Investment Strategy (AFCIS) inputs. Directorates will assign a POC for plan issues pertaining to development of the AMC SP and AMC AFCIS process.

5.1. Planner Duties. Planners are the focal point and experts on information concerning organizational inputs to the AMC SP and AMC AFCIS inputs. Planners will work with the directorate POCs to prepare, coordinate, and consolidate inputs for all AMC planning documents.

5.2. Planner Training. XPXP will provide the necessary training to directorate POCs for developing AMC objectives, directorate milestones and critical action items, as well as Planning Program System (PPS) training for the tracking of milestones and action items.

6. Programmers. HQ AMC/XPP Action Officers (programmers) are responsible for issues pertaining to the POM, Program Decision Memorandum (PDM), Budget Estimate Submission (BES), and Program Change Requests (PCR). Programmers will work with directorate POCs and Program Element Monitor(s) (PEMs) in the development of required products.

6.1. Programmer Duties. Programmers are the focal point and primary interface with the Air Staff Corporate Structure on all AMC programming inputs. Programmers will work with the directorate POCs to prepare, coordinate, and consolidate inputs for all AMC programming documents.

6.2. Programming Training. XPP will provide all in-house AMC programming training. Everyone involved with the PPBS process will receive training that includes budget formulation, execution, Resource Allocation Programming Information Decision System (RAPIDS), and Investment Budget Documentation System (IDOCS) training.

7. Financial Management. HQ AMC/FMB Action Officers are responsible for all issues in the budgeting cycle. Directorates will assign a POC for budget and execution responsibilities.

7.1. Financial Management Duties. Financial Management POCs will serve as the focal point for all information concerning their PEs, appropriations, and cost centers. This includes in-depth knowledge of prior year, current year, and budget year funding and technical content. Budget and execution POCs are responsible for preparing many of the preliminary products used by the AMC Corporate Structure during the various PPBS processes. They may be requested to build comprehensive briefings, spreadsheets, or other documentation to include detailed breakouts of all appropriations and funding information within their programs.

7.2. Financial Management Training. FMB will ensure directorate POCs receive periodic training on matters pertaining to budget and execution. This training will include budget formulation, execution, financial plan development, appropriations law, Transportation Working Capital Fund (TWCF), and cost analysis (as required). Review by POCs of the PPBS training material on the AMC/XPPP (Program Integration) home page is also recommended (**https://amc.scott.af.mil/xp/xpp/xppp.htm**).

8. Program Element Monitor. The program element monitor (PEM) is the heart of the AMC PPBS process. Directorates responsible for managing program elements (PEs) will assign a PEM for each of their PEs. PEMs are responsible for everything affecting their program.

8.1. PEM Duties. The PEM is the focal point and expert for all information concerning their PEs. This includes in-depth knowledge of past, present, and future funding, technical content, and scheduling for those elements/programs in the PE for all appropriations. A PEM will prepare and coordinate all

planning, programming, and budgeting actions for submission to the appropriate directorate. PEMs are responsible for preparing many of the preliminary products, such as RAPIDS slides, background papers, and PE portfolio, used by the AMC Corporate Structure during the various PPBS processes. They may be requested to build comprehensive briefings to include detailed breakouts of all appropriations/requirements, production schedules, system or modification costs, capabilities and beddown requirements and content overlap with other programs when appropriate. Prior to presentation, the PEM coordinates all initiatives and disconnects with the appropriate AMC and AF Panel functional staff agencies (example coordination sheet **Attachment 3**). For example, programs with a manpower impact will have HQ AMC/XPM, AF/XPMP, and appropriate AF Panel coordination; cost data will have HQ AMC/FMB coordination; and programs with an operational need or requirement impact will have HQ AMC/XPR and appropriate AF panel coordination.

    8.1.1. Program Element Portfolios. PEMs will maintain a portfolio for PEs in their areas of responsibility. As a minimum, the portfolio will contain background papers, issue slides, RAPID perfect slides with notes, execution rates, Change Control Numbers (CCN (if appropriate)), and P3 products (if appropriate). Maximize use of available electronic media.

8.2. PEM Training. PEM training is provided as necessary by XPPP. PEM training will include an overview of the PPBS process with focus on AMC PEM duties and responsibilities. Training will include coverage of all appropriations and the appropriate lead times, contacts and actions associated with each.

8.3. PEM Rosters. XPPP will keep a list of all AMC PEMs; it can be found on their WEB page (**https://amc.scott.af.mil/xp/xpp/xppp.htm**). Directorates and/or PEMs are responsible for notifying XPPP of any personnel changes.

9. Offices of Collateral Responsibility (OCR). OCRs for plans, programs, budget, and execution issues are those offices that have programs or expertise that impact the specific plan, program, or budget issue. All action officers will maintain a list of OCRs and work closely with those offices to maintain an in-depth knowledge of all facets of their programs.

10. Air Force PPBS Process. The process begins in response to the biennial PPBS cycle. The Air Force Director of Plans and Programs (AF/XP) is the Air Force planning and programming process owner. The PPBS system identifies mission needs (planning), matches the needs with available resources (programming), and translates them into budget proposals (budgeting).

10.1. Air Force Planning. The planning phase culminates in formal SECDEF, SECAF, and CSAF guidance as the Defense Planning Guidance (DPG), Air Force Fiscal Guidance (AFFG), Air Force Strategic Plan (AFSP), Air Force Capability Investment Strategy (AFCIS), and the Annual Planning and Programming Guidance (APPG).

10.2. Air Force Programming. With the guidance and plan, AF/XP issues Air Force programming instructions for the POM, which provide specific MAJCOM guidance. The Air Force Corporate Structure develops the Air Force POM using MAJCOM POM inputs. OSD, CINCs, and JCS review the Service POMs, and their "issues" (as alternatives to the Service POMs) go forward for SECDEF decision, which is presented to the Services as a Program Decision Memorandum (PDM). HQ AMC/XP is the programming voice for AMC and is responsible for the planning and programming phases of PPBS. AMC uses the Corporate Structure review process to build AMC's input to the Air Force and the Transportation Working Capital Fund (TWCF) POMs.

10.3. Air Force Budgeting. The Services make programmatic pricing changes during the Budget Estimate Submission (BES). During the BES, AF/XP transfers ownership of the process to SAF/FMB. The Deputy Assistant Secretary (Budget) (SAF/FMB) issues guidance for the Air Force BES. SAF/FMB analyzes pricing and program execution. Headquarters Air Force works with MAJCOMs to provide required programming and budgeting information. The Budgeting process includes both the Investment Budget Review Committee (IBRC) and the Operating Budget Review Committee (OBRC), each chaired by SAF/FMB. Programming changes required by these reviews are managed by AF/XP. The budget review process concludes with Office of the Secretary of Defense (OSD) Comptroller review of the BES, which results in Program Budget Decisions (PBDs) for each Service to review and respond. The budget review concludes by passing results of PBDs to the Office of Management and Budget (OMB) for inclusion into the President's Budget.

11. AMC Corporate Process.

11.1. Executive Guidance. When an issue arises that requires an AMC corporate position and at the beginning of each planning, programming, budgeting and execution exercise, AMC XP/FM will schedule a Council meeting to provide an overview of the Air Force guidance and to solicit AMC/CC/Senior Staff guidance. XPP or FMB will disseminate guidance to the Council, Group, Integration Team members, PEMs, and functional managers as applicable. Guidance includes an outline of exercise Rules of Engagement (ROEs) and fiscal guidance as appropriate.

11.2. Directorates. Each directorate provides input on planning, programming, budget, and other issues requiring a consolidated command position. During planning exercises, the directorate identifies the priorities of their directorate by developing command objectives and directorate milestones and action items. For programming and budget exercises, directorates conduct a comprehensive program review of the crosscutting programs and program elements within their Total Obligational Authority (TOA). During programming and budget exercises the purpose of this review is to identify and prioritize disconnects, initiatives and offsets. During budget exercises each directorate develops a balanced funding distribution, which meets their programs' highest priorities within their allotted funding. For all planning, programming, and budget exercises, inputs are provided to the appropriate Mission Area Team and/or Integration Team in order to consolidate directorate priorities for Group deliberations and recommendations to the Council. The Group Chair will determine the required deliverables at the beginning of each phase (planning, programming, or budgeting).

11.3. AMC Mission Area Teams. Each MAT is responsible for determining the requirements for their mission area; defining needs and deficiencies; recommending solutions; prioritizing mission area tasks, needs, and proposed solutions; and writing a mission area plan.

11.4. AMC Integration Teams. Integration Teams convene to consolidate inputs from directorates on issues requiring a command position on programming and budgeting issues to be presented to the AMC Group. The MAT Chair will approve Integration Team input prior to its inclusion to the MAF Strategic Plan and AFCIS. During the programming phase, XPPP will consolidate Integration Team inputs from the directorates into a single list of disconnects, initiatives, and offsets (directorate priority inputs will retain their ranking integrity within the single list throughout each exercise, most to least dear). During the budget and execution phase, FMB will consolidate IT inputs from the directorates. FMB is responsible for consolidating and integrating directorate inputs during budget formulation, execution, and distribution exercises. The IT Chair will prepare a recommended corporate position for

AMC Group review. The Integration Team Chair may task directorate POCs to provide additional information on programs to meet AMC Group timelines and taskings.

11.5. AMC Group. The AMC Group formulates the planning, programming, and budgeting strategy on all issues requiring a consolidated command position. The Group reviews consolidated directorate issues and may task the directorate to provide additional information on programs. During planning exercises, the Group reviews and provides bottom line coordination on the elements of the Strategic Plan, including focus areas and objectives. During programming exercises, the Group provides a first level review of disconnects, initiatives, and offsets and produces decisions that lead to a single prioritized list for AMC Council review. During budget exercises, the Group reviews directorate inputs and develops a balanced distribution of funding to ensure AMC's top priorities are funded while maintaining sufficient balance between mission and quality of life programs. They provide an integrated funding strategy, recommended funding by program, and an unfunded priority list for AMC Council review. An approved AMC Group position constitutes bottom line coordination. As such, each Group member must be thoroughly knowledgeable of the issues to be reviewed/discussed.

11.6. AMC Council. The AMC Group Chairperson presents the Group results to the AMC Council. If the Council concurs with the Groups' recommendations, the CV will seek AMC/CC approval. The AMC Council meets to review proposals with AMC/CC, as required.

11.7. AMC/CC Executive Session. AMC/CC may call for an executive session to review the AMC Council proposals. Once AMC/CC approval is obtained, XP/FM forwards AMC inputs as appropriate.

11.8. Rapid Response. AMC/XP and AMC/FM have the authority to make time critical decisions when the normal Corporate Structure process will not allow a timely decision. AMC/XP or AMC/FM will brief AMC/CC and CV of any rapid response decisions.

12. Administrative Process.

12.1. Responsibilities.

12.1.1. XPXP Responsibilities. XPXP is the primary focal point for administrative support of the AMC Group and Council planning activities. XPXP will facilitate information flow to Directors through their appropriate Council, Group, MAT, and IT members and will ensure taskers that require a corporate review of planning issues are sent to Council, Group, MAT, and IT members. XPXP will track the flow of planning information through the AMC Group, AMC Council, and Air Force Corporate Structure.

12.1.2. XPPP Responsibilities. XPPP is the centralized scheduling agency for the AMC Corporate Structure as well as the primary focal point for administrative support of the AMC Group and Council programming activities. XPPP will facilitate information flow to Directors through their appropriate Council, Group, MAT, and IT members and will ensure taskers, which require a corporate review, be sent to Council, Group, MAT, and IT members. XPPP will track the flow of programming information through directorate POCs, the AMC Group, AMC Council and Air Force Corporate Structure.

12.1.3. FMB Responsibilities. FMB is the primary focal point for administrative support of the AMC Group and Council budget and execution activities. FMB will facilitate information flow to Directors through their appropriate Council, Group, MAT, and IT members and will ensure taskers that require a corporate review on budget and execution issues are sent to Council, Group, MAT,

and IT members. FMB will track the flow of budget and execution information through the AMC Group, AMC Council, and Air Force Corporate Structure.

12.2. Roster. Each administrative focal point (XPXP, XPPP, and FMB) will maintain and update a roster of Mission Area Team members, Integration Team members, Group members, and PEMs. The rosters will include the rank/grade, name, office symbol, phone number, and email address of all primary and alternate members. Rosters are located on the XPPP WEB page (**https://amc.scott.af.mil/xp/xpp/xppp.htm**).

12.3. Scheduling Meetings. XPPP is the centralized scheduling agency for the Corporate Structure. Each administrative focal point will schedule their applicable AMC Group and Council meetings through XPPP. XPPP will keep the Corporate Structure Calendar and deconflict meetings. Each administrative focal point (XPXP, XPPP, or FMB) will schedule the date and room, and send out a notification message to Group and Council members for all meetings and cancellations. Briefers will provide the appropriate focal point read aheads at least two working days prior to all scheduled meetings. Normally, meetings at all levels are scheduled at least two weeks in advance. However, this does not preclude emergency meetings with as little as 24-hours notice. Integration Team meetings will be scheduled as required by the Group Chair.

12.4. Agenda. The Group Chair will provide representatives an agenda and read ahead materials for all meetings.

12.5. Documents. Each respective focal point will disseminate AMC Group and Council guidance, document formats, and timelines for all planning, programming, and budgeting exercises. They will also provide document coordination and distribution requirements, maintain POC directories, maintain plans, programs and budget publication libraries, and record/manage planning, programming and budgeting training. These documents will be treated as HQ AMC Internal Working documents until such time as disclosure is authorized by AMC/XP.

13. Program Budget Decision Process. SAF/FMB runs the PBD process for the Air Force using AF/XPPE to facilitate communications and coordinate required actions within the AF Corporate Structure. AMC/FMB will oversee the AMC PBD process using AMC/XPPP to facilitate communications and coordinate required programming actions within HQ AMC.

JOHN W. HANDY,   General, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODI 7045.14, *Planning, Programming, and Budgeting System (PPBS)*

AFPD 10-1, *Mission Directives*

AFPD 16-5, *Planning, Programming, and Budgeting System (PPBS)*

AFI 38-101, *Air Force Organization*

Abbreviations and Acronyms

AFCIS—Air Force Capability Investment Strategy

AFFG—Air Force Strategic Plan

AFSP—Air Force Strategic Plan

AMC—Air Mobility Command

APPG—Annual Planning and Programming Guidance

BES—Budget Estimate Submission

CCN—Change Control Numbers

CS—Corporate Structure

DPG—Defense Planning Guidance

IBRC—Investment Budget Review Committee

IDOCS—Investment Budget Documentation System

IT—Integration Team

MAF—Mobility Air Force

MAT—Mission Area Team

OBRC—Operating Budget Review Committee

OCR—Offices of Collateral Responsibility

OMB—Office of Management and Budget

PBD—Program Budget Decisions

PCR—Program Change Requests

PDM—Program Decision Memorandum

PE—Program Element

PEG—Program Evaluation Group

PEM—Program Element Monitor

POM—Program Objective Memorandum

PPBS—Planning, Programming, and Budgeting System

PPS—Planning Program System

RAPIDS—Resource Allocation Programming Information Decision System

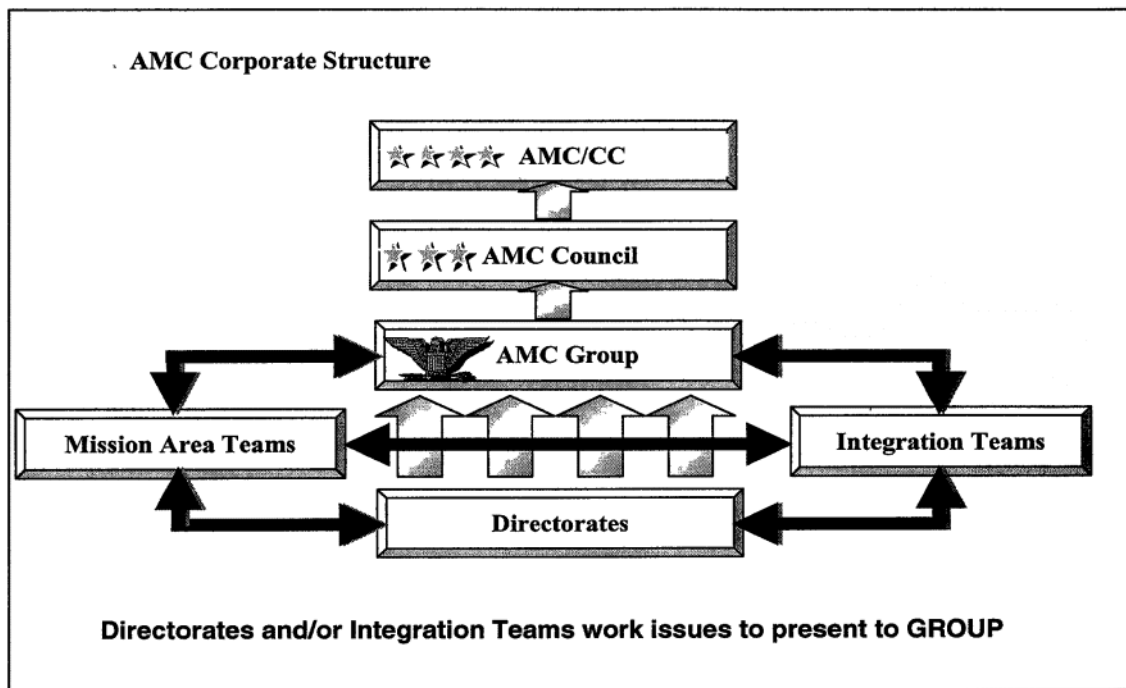**ROE**—Rules of Engagement

TOA—Total Obligational Authority

TWCF—Transportation Working Capital Fund

ATTACHMENT 2

AMC CORPORATE STRUCTURE

AMC Corporate Structure

Directorates and/or Integration Teams work issues to present to GROUP

ATTACHMENT 3

BASELINE PAPER COORDINATION SHEET

"PE"/Commodity Title_____**PE #**_____

Program Element Monitor/Commodity Manager_____

Office Symbol_____**Phone #**_____**E-mail**_____

Coordination must be made with the applicable staff agencies listed below. The **mandatory items will be coordinated in order**. This establishes accurate costing at the beginning and will finish with a quality control check by the AMC Group Member. (If you do not know who your AMC Group Member is, contact the POM Shop 229-2351). The asterisked item may be accomplished at any time, but still must be accomplished. Deliver completed package to XPPP no later than the suspense date identified in the XPP POM Call Memo. Any questions contact the POM shop at 229-2351.

MANDATORY COORDINATION

		POC Coordination
Item	**Office**	**Signature / Date**
Manpower	**HQ AMC/XPMP**	_____
O&M	**HQ AMC/FMBO**	_____
Costing	**HQ AMC/FMPC**	_____
Air Staff PEM	_____	_____
SPO PM	_____	_____
AMC Group Member	_____	_____
*Other Commands (MAF, AFMC, AETC, etc.)	_____	_____

ADDITIONAL COORDINATION (As applicable)

MILCON/RPMA	HQ AMC/CEPD	_____
Logistics (<u>DLR</u>s, Spares, DPEM, CLS)	HQ AMC/LGXR	_____
Aircrew Training Systems (ATS)	HQ AMC/DOTR	_____
Modifications	HQ AMC/XPRA	_____
Modifications	HQ AMC/XPRD	_____
Modifications	HQ AMC/XPRT	_____
TWCF-Transportation	HQ AMC/FMBT	_____

ADDITIONAL COORDINATION (As applicable)

Base Transfers/EFI (BRAC)	HQ AMC/XPPI	_____
Aircraft Beddown/Realignment	HQ AMC/XPPF	_____
Medical Support	HQ AMC/SGS	_____
Operations (Flying Hours)	HQ AMC/DOTR	_____
Comm/Information Systems	HQ AMC/SCXP	_____
Vehicles	HQ AMC/LGTV	_____
ANG/AFRC	HQ AMC/XPB	_____
Other	_____	_____